

***United States Court of Appeals
for the Second Circuit***



VACANCY ANNOUNCEMENT

**November 3, 2014
Reference# FY15-01**

Position Title: Administrative Assistant

Location: Office of the Circuit Executive, 40 Foley Square, NYC

Salary Range: CL 23/1 to CL 23/25 (\$35,340 - \$44,175)
Depending on qualifications and experience.

Closing Date: Open until filled

Position Overview: The Administrative Assistant will assist with administrative duties within the Office of the Circuit Executive. Duties include, but not limited to: answering phones; updating directories; assisting with inventories of property, supplies and equipment; organizing files; filing; photocopying; scanning documents; assisting with court meetings and events; Prepare, maintain, and update daily, reports, form letters, notices, meeting booklets, and other correspondence. Greet clients/ visitors and report needs of the offices, such as: heating, cooling, lighting and cleaning matters. Requires attention to detail in a fast paced environment. Travel may be required. Extended hours may be required for evening events. Perform all other administrative tasks as assigned.

Requirements: Associates Degree preferred. A minimum of three to five years of related experience. Computer skills including Word, WordPerfect and Excel programs. Requires strong oral, phone, and written communication skills. Must be accurate; able to handle multiple priorities and confidential material; meet deadlines and work independently. Must be able to work in a team based environment and be able to maintain confidentiality. US citizenship or permanent residency with citizenship pending required.

To apply, please submit a cover letter along with **two (2) résumés** to:

Evelyn Ortiz, Human Resources Director
United States Court of Appeals, Second Circuit
40 Foley Square, Room 1400
New York, NY 10007
Attn.: Human Resources, Reference #FY 15-01
*Resumes may be submitted by email to : resumes@ca2.uscourts.gov

THE APPLICANT SELECTED FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK

EQUAL OPPORTUNITY EMPLOYER